



CITY COUNCIL

Committee of the Whole/Budget Review

Monday, November 7, 2016

5:45 pm

Penn Room

Agenda

Although Council committee meetings are open to the public, public comment is not permitted at Council Committee of the Whole meetings. However, citizens are encouraged to attend and observe the meetings. Comment from citizens or professionals during the meeting may be solicited on agenda topics via invitation by the President of Council.

All electronic recording devices must be located behind the podium area in Council Chambers and located at the entry door in all other meeting rooms and offices, as per Bill No.27-2012.

I. State Rep Mark Rozzi

II. Budget

Reply to prior meeting follow up items

Expenditure review

HRC, Ethics/ Charter Boards, Self-Insurance, ARL, EAC

Summarize this meeting's follow up items

IV. Executive Session litigation

V. Other Matters

Parking Lot Review & Budget Amendments (see next 2 pages)

Budget Parking Lot

Oct 10th Meeting

→ Parking Authority Contribution – 2017 Strategic Planning

- EIT Growth & EIT reserved for Capital expenses
- Revenue Collection – Per Capita, BPT and LST – *Bid award on 10-24 agenda*

Oct 12th Meeting

- Fire Tower Staircase Repair in Capital – Pagoda Skyline should explore grant opportunities
- IT Plan with implementation plan and timeline – 2017 Strategic Planning
Capital expense of \$1.7M is the repayment of the refresh short-term loan; Hansen replacement in 2017 IT Budget
- Liquid Fuel Regulations – *distributed 10-13-16; Pub Works w/ Liquid Fuels scheduled for review 10-24*
- Trash/Recycling – *Solid Waste/Recycling scheduled for review 10-31*

Oct 17th Meeting

- Fund balance assignments and/or trusts to address capital issues, liability, etc. 2017 Strategic Planning
- Police expenses pre and post Act 47 – *Jan Strategic Planning*
- Pension Investments – actuarial estimate vs reality – *Dec Strategic Planning*
- Post-retirement Healthcare costs - 2017 Strategic Planning re Fund Balance Policy

Oct 19th Meeting

- Fund balance policy - 2017 Strategic Planning

Oct 24th Meeting

- Strategic Plan Review – *Dec Strategic Planning Mtg*
- Economic Development Position – job description & check salary budgeted - *Withdrawn*
- Filling the Planning position re 1 FT or multiple PT employees - 2017 Strategic Planning
- Breakdown of reimbursable CD salaries
- Committee and Policy re \$1M to rehab/demo blighted properties – consider placing the \$1M in contingency until the details are worked out - 2017 Strategic Planning

Oct 26th Meeting

- Liquid Fuels – Decrease amount “Vehicles” as some purchases were moved to Capital - \$150K
- Reduce Public Property Salaries – Position renamed and moved to PW Admin
- Pub Property Fringe Benefits line item 36.8% increase – check formula - *Corrected*

→ Revisit IMAs & Budget/Fund Impact of WWTP Project, Leveling – *Jan or Feb Strategic Planning*

Oct 31st Meeting

→ Unpaid legal expenses – WWTP, other

Nov 2nd Meeting

→ Converting PT telecommunications personnel in Police Dispatch to FT – 2017 issue

→ Check if funding for K9 is sufficient as the unit is not fully staffed

→ Consider purchasing health insurance for the K9 dogs

→ Change the Vacancy Allowance line item in Patrol to 4998, from 4803

→ Add \$1-6K in Shade Tree overtime

→ Create a centralized line item to charge all snow related overtime expenses

Nov 5th Meeting

→ Eliminate Economic Development Manager position from the Position Ord

→ Restructure Main Street and reallocate funding – 2017 Strategic Planning list

→ Consider hiring additional Planning staff – 2017 Strategic Planning list

→ Consider hiring Traffic Engineer or other FT Public Works staff – 2017 Strategic Planning list

→ Define benchmark for Per Capita collection and consider eliminating the tax if collection underperforms

→ Negotiate new Parking Authority Lease Agreement

→ Negotiate Redevelopment Authority Lease Agreement

→ Assign Council liaisons to DID and BCTV board

→ Better utilization of BCTV and negotiate change in programming types

Budget Amendments

→ Reduce Mayor's Office Salary Line item by \$29K – PT position eliminated; Increase Contingency by \$29K

→ Check formula used to calculate Pension amounts – pension expenses is not adjusted when salaries are reduced - *Corrected*

→ Liquid Fuels – Decrease amount "Vehicles" as some purchases were moved to Capital - \$150K

→ Reduce Public Property Salaries – Position renamed and moved to PW Admin

→ Pub Property Fringe Benefits line item 36.8% increase – check formula – *Corrected*

→ Change the Vacancy Allowance line item in Patrol to 4998, from 4803

- Add \$1-6K in Shade Tree overtime
- Create a centralized line item to charge all snow related overtime expenses
- Eliminate Economic Development Manager position from the Position Ord
- Reduce healthcare expense to reflect savings negotiated re administration of the plan
- Eliminate Pagoda rental revenue

III. Executive Session re litigation

IV. Other Matters



CITY OF READING,
PENNSYLVANIA

M E M O R A N D U M

TO: City Council/Mayor/Department Directors
FROM: Linda A. Kelleher, City Clerk
DATE: October 10, 2016
SUBJECT: 2017 Budget Development – Meeting Schedule & Agenda

All Public Hearings will be conducted in Council Chambers. All Budget Review meetings will be conducted in the Penn Room

November 7, 2016 – Monday 5:450 PM to 8:00 PM
State Rep Mark Rozzi
Ethics/ Charter Boards, Self-Insurance, ARL, EAC, HRC

November 9, 2016 – Monday 5:00 PM to 7:00 PM
Utilities, WWTP
Final Budget Review to allow introduction of all amendments

November 14, 2016 – Monday 5:00 PM to 7:00 PM
PFM Budget Review

COMPLETED

October 10, 2016 – Monday 5:00 PM to 6:00 PM
Matt Connell, Esq – VA relocation
Define Budget Review Schedule
Revenue overview
Revenue detail
Summarize this meeting's follow up items

October 12, 2016 – Wednesday 5:30 PM to 7:00 PM
Albright Work Group 3:30 pm – Marmarou Kelleher
RAWA Committee 4 pm Waltman, Reed, Goodman-Hinnershitz, Steckman
Reply to prior meeting follow up items
Capital Improvement Plan
Position Listing
Expenditure Overview
List of major expenditure drivers – Pension & Healthcare
Summarize this meeting's follow up items



October 17, 2016 – Monday 5:00 PM to 6:00 PM
Reply to prior meeting follow up items
2015 External Audit Report
Water & Parking Contribution
PFM – Recovery Plan and 2017 Budget – tentative
Expenditure review

October 19, 2016 – Wednesday 5:00 PM to 7:00 PM
Public Hearing Capital Program
Reply to prior meeting follow up items
Expenditure review
Mayor, Council, Auditor, Law Budgets
Administrative Services &
Expenditure review

October 20, 2016 – Thursday 5:00 PM
General Fund Public Hearing
BPRC Certification Hearing 6 pm – Twyman, Kelleher

October 24, 2016 – Monday 5:00 PM to 6:00 PM
Reply to prior meeting follow up items
Expenditure review
Community Development (GF & CDBG)
Summarize this meeting's follow up items

October 26, 2016 – Wednesday 5:00 PM to 7:00 PM
Reply to prior meeting follow up items
Expenditure review
Public Works w/ Liquid Fuels & Sewer
Summarize this meeting's follow up items

October 31, 2016 – Monday 5:00 PM to 7:00 PM
Reply to prior meeting follow up items
Expenditure review
Fire & Law
Summarize this meeting's follow up items

November 2, 2016 – Wednesday 5:00 PM to 7:00 PM
Reply to prior meeting follow up items
Expenditure review
OPTIONAL Police, Solid Waste/Recycling, Shade Tree,
Summarize this meeting's follow up items

November 5, 2016 – Saturday 8:30 AM to 12:00 PM

Parking Lot Discussion re Positions, Revenue & Expenses